



DEEPING ST JAMES PARISH COUNCIL

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Parish Clerk: Julie Fortnum

Minutes of the Finance and General Purposes Committee held on Thursday 19 October at 7.45pm in the Meeting Room at The Institute.

Present: Councillors Barber, Blessett, Bowell, Gilbert, Shinkins, and Ward.
The Parish Clerk took the minutes.

12.18 To receive apologies of absence.

It was noted that Councillor Wallis had handed in his resignation with immediate effect and that Councillor J Stevens would be late.

13.18 To receive any declarations of interest.

None declared

14.18 To adopt the minutes of the previous meeting held on Thursday 20 July 2017.

Agreed and signed.

15.18 To receive a report of matters arising from the minutes not dealt with elsewhere on the agenda.

The Clerk advised that a payment had been made to The Friends of Deeping St James in accordance with the recommendation made in item 6.18 of the F&GP meeting held on Thursday 20 July 2017 which was resolved under item 35.18.1 at the Council meeting held on Thursday 27 July 2017.

16.18 To agree a timescale to implement the LCC Parish website.

Councillor Ward asked Councillor Barber as the Parish Council's Webmaster to update the committee, who stated that he would have appreciated notice that this was to be an agenda item. He explained that the current system was written in HTML code and the alternative was a more modern system, because of this the current system was uploaded by one person (Councillor Barber) under the new system the Clerk and Assistant Clerk would be able to update the webpage. He then advised that the Clerk along with himself and Councillor Bowell had attended a training session on the use of the LCC Parish website in July 2016 with the intention of transferring to using it as soon as possible, which had not happened due to reason beyond his control. It was agreed that Councillor Barber would look at it over the winter months and contact LCC for further guidance.

17.18 To receive a report on the Parish Council's income and expenditure for 2017/18

The Clerk explained the spreadsheets which had been circulated and the Members agreed that there were no areas of concern.

18.18 To receive and agree the 2018/19 budget recommendations made by committees

Each of the committee Chairman's introduced their committee budgets and explained the reasoning behind them.

Allotments Footpaths and Open Spaces

EXPENDITURE BUDGET 2018/19	
Item	Budget
Maintenance & Misc.	3000.00
Tree, Hedges, Bulbs &	1400.00

Wildflowers	
Riverbank Maintenance	1500.00
Jubilee Park	1000.00
Allotment Improvements (Ear marked reserves for roadway)	1000.00
Storage Shed	1000.00
Flag Pole	1000.00
Total	9900.00

Cemetery

INCOME BUDGET 2018/19	
Item	Budget
Burial Fees	2000.00
Memorial Fees	500.00
Total	2500.00

EXPENDITURE BUDGET 2018/19	
Item	Budget
Grounds maintenance contract	7840.00
Miscellaneous repairs	475.00
Water Rates	100.00
New Cemetery land reserves	1000.00
Total	9415.00

Youth and Community

EXPENDITURE BUDGET 2018/19	
Item	Budget
Grounds maintenance	3,500
Miscellaneous repairs	1,500
Summer Play Scheme	6,000
Deepings Youth Centre	5,000
Play equipment improvements	10,000
Total	26,000

Transport

EXPENDITURE BUDGET 2018/19	
Item	Budget
Speed Camera Maintenance	250.00
Transport Campaign	500.00
Bus shelter maintenance	1250.00
Total	2000.00

- 19.18 To discuss all other budget estimates for 2018/19 in preparation for precept setting.** Discussions took place regarding any projects that needed to be financed in 2018/19. It was recommended that £10,000 should be placed in the budget towards the footbridge project. It was also noted that the staffing costs budget would need to be increased to cover the changes in the contractual hours of both the Clerk and the Maintenance Worker and any increments that are awarded from the staff appraisals.

20.18 To consider the revised risk management policy

Councillor Ward introduced these documents, explaining the improvements that had been made. The committee **recommended** that they should be adopted.

It was resolved to move into closed session in accordance with The Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters.

22.18 Staffing matters

1. To consider an allowance towards the cost of clothing and tools for the Maintenance Worker.

Following the resolution under item 35.18 of the July Council minutes that an allowance should be given, a figure was agreed up to which the Maintenance Worker would be reimbursed for the purchase of the clothing and tools deemed necessary in his job providing proof of purchase was obtained.

2. To agree who and when the Clerk's annual appraisal will take place

The Clerk's appraisal will take place no later than the end of January 2018 and Councillors Ward and Gilbert will be the appraisers. The Clerk will complete the appraisals for the Assistant Clerk and Maintenance Worker by the end of January 2018. Councillor Shinkins had provided an appraisal form template which Councillor Ward will adapt for the Parish Council's use and circulate for the committee's consideration.

3. To receive an update regarding the employees job descriptions and contracts of employment.

The Maintenance Workers job description had been updated to include additional duties and it was **recommended** that his contractual hours should be increased.

23.18 To note the date of the next meeting – 7.45pm Thursday 23 November 2017